

### **Placement Change Notices**

Before entering any vouchers for placements, a PCN or Placement Change Notice must be in place on every child that you wish to create a voucher for. PCN's tell the system how long the child has been in placement at every facility that they have been placed at and how much money is being charged per night for this child.

Whenever the child is placed at a different placement, it is important to remember to issue another PCN to update this child's placement.

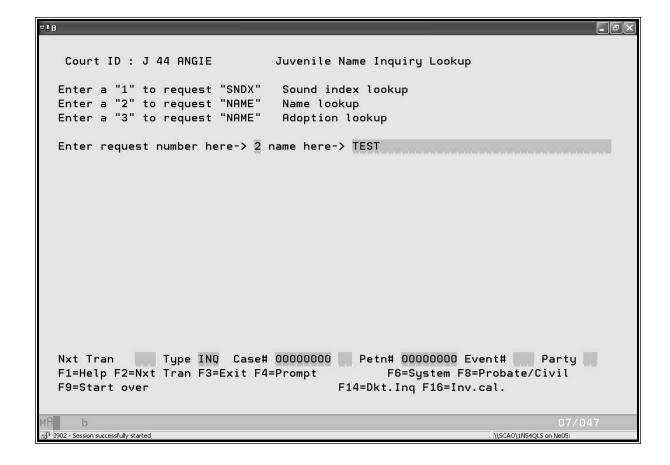
## **Entering Placement Change Notices:**

A PCN must be entered onto the child's event screen. Following is the process of entering a Placement Change Notice.

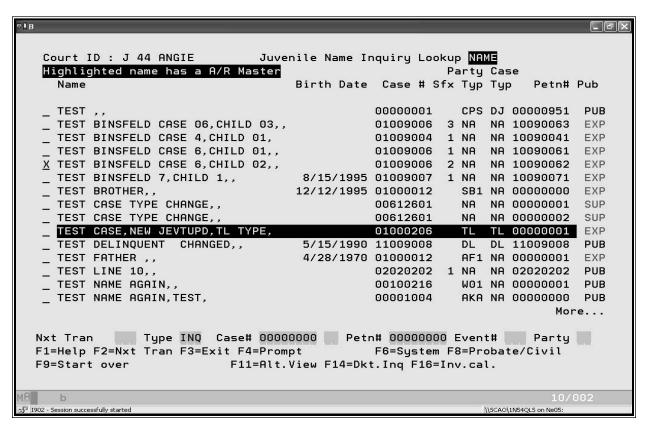
You will need the following information before you can enter the PCN>

- 1. The child's case number that they were placed under.
- 2. The child's petition number that they were placed under.

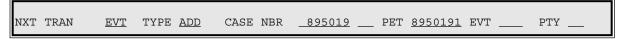
The easiest way to enter a Placement Change Notice is from the <F9> name lookup screen.



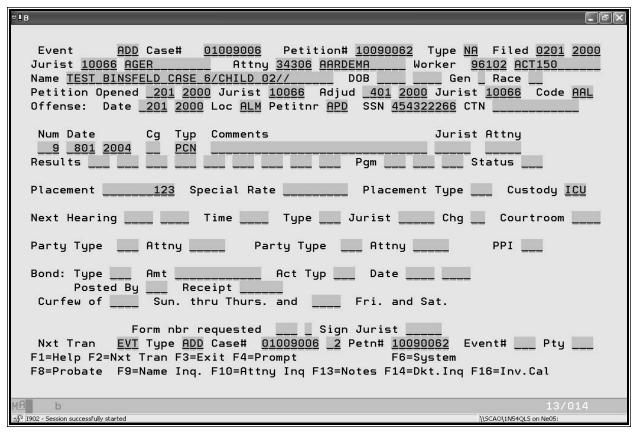
Enter the name of the child on the line that is displayed on the screen and press <Enter>. The system will return the following screen for you.



Select the child that you want to add the PCN to by placing an "X" next to the child's name and then pressing <F2>. The system will then position your cursor on the next tran line. You will need to enter the following information into the next tran line and then press <Enter>.



The system will display the following screen.



Following are explanations of the fields that must be entered on a PCN event.

NOTE: You can't enter PCN events when using multiple event add. Every PCN has to be added to a specific case, suffix and petition.

### ~Date~

This is the date that the child entered placement. Enter the first day that the facility began charging you for this placement.

# ~Type~

This is the event type. It must be **PCN**. If you do not use the PCN event code you will not be able to create vouchers for the placement.

### ~Placement~

This is either the facility number or a party type. If you are placing a child in a facility/foster home you will need to enter the facility number. Prompt <F4> for a list of valid facility/foster homes. If you are placing a child with the parent or a relative, you will need to enter the party type of the person they are being placed with. If the case is being closed, you can enter CLO in this field telling the system that the placement is closed.

## ~Custody~

This is either ICU - In custody of the court if the child is placed outside of the parental home or NCU - Not in custody if the child is at home or returned home.